

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.53 (revised)	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS:	
CHAPTER: 8 ADMINISTRATION	SUBJECT: CELL PHONE, PORTABLE WIRELESS ACCESS DEVICE, AND AIRCARD	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE:		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 29 Del Code, Chapter 90C, Section 9005C.
- II. **PURPOSE:** Establish procedures for the acquisition, use, possession and maintenance of Cell Phones, Portable Wireless Access Devices, and Aircards
- III. **APPLICABILITY:** All Department of Correction (DOC) employees
- IV. **POLICY:** Cell Phones, Portable Wireless Network Access Devices (e.g. BlackBerries), and Aircards are provided to improve customer service and to enhance department efficiencies. Cell Phones, Portable Wireless Network Access Devices, and Aircards (Devices) are not a personal benefit and are provided only to those employees demonstrating a need. As a general rule, use of State-owned property is restricted to official business of DOC and the State of Delaware. Every effort should be made to limit the use of Devices to periods in which employee is away from the office or in a mobile situation. All Bureaus shall acquire service and equipment in accordance with the requirements set forth in the State Contract for Cellular and Data Equipment and Services (see the OMB Contracting website) and with the Department of Technology and Information (DTI) Portable Wireless Network Access Device Policy (see DTI's website). Portable Wireless Network Devices are also subject to DTI's Acceptable Use Policy, also located on DTI's website.
- V. **DEFINITIONS:**
 - a. Personal use—any use not required to accomplish State/DOC business
 - b. State-owned property—all property procured, leased, rented, donated or otherwise conveyed to the State of Delaware or the State's agencies in any manner to be used by the State to conduct the State's business.
- VI. **PROCEDURES:**
 - a. Cell Phone – see attached procedure
 - b. Portable Wireless Active Device – see attached procedure
 - c. Aircard – see attached procedure